

TO: Proprietary Schools

FROM: Phil Wickliff, Specialist and Judy Yeager, Assistant

SUBJECT: **Idaho Registration for 2006-2007**

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Idaho Code requires that all proprietary schools operating in the State of Idaho that sell or distribute any course or courses must register and hold a valid certificate of compliance issued by the State Board of Education. Registration is done annually and is effective July 1<sup>st</sup> through June 30<sup>th</sup>. Registration does not imply approval of the registrant by the State Board of Education.

The following materials are included for your needs:

1. Idaho Code, Chapter 24 relating to proprietary schools
2. Registration application (**Fee of \$100.00 per year to be attached**) {§33-2404, Idaho Code}
3. **Processing Fee of \$100.00 per course or set of related courses to be attached**, {§33-2405, Idaho Code}
4. Permit to Act as Agent application (**Fee of \$25.00 per agent per year to be attached**) {§33-2405, Idaho Code}
5. Surety Bond form {§33-2407} (**See Bonding Formula-Minimum Requirement of \$25,000**)
6. Student Tuition Recovery Account worksheet (**Please return a copy of the worksheet attached with the calculated fee**) {§33-2408, Idaho Code}
7. Designation of Legal Agent--this form designates the Idaho State Superintendent of Public Instruction with the power of attorney for the school in and for the State of Idaho. **This applies to non-resident registrants only.**
8. Refund Policy of the State Board of Education

Registration fees are \$100 for the school, a processing fee of \$100 per course or set of related courses, and \$25 for each agent. An agent means anyone who solicits students for courses, and each school must register at least one agent. If the owner, or any other officer in the organization, fits this definition, that person must register as an agent. **The minimum bond requirement is \$25,000.** As a registered proprietary school we add your school to the listing distributed to Idaho Career Information, U.S. West Pathways, Tuition Assistance Program, and Department of Commerce & Labor's Job Service/Workforce Investment Act. If you have additional questions, you may call us at (208) 332-6921. When the appropriate forms and fees are returned, the permit to act as agent cards and the Certificate of Compliance will be issued and mailed to the school address. All forms required for Proprietary School Registration can be found on-line at: [www.sde.state.id.us/certification/proprietary.asp](http://www.sde.state.id.us/certification/proprietary.asp)

If after reading Idaho Code, Chapter 24 relating to proprietary schools you feel your school is **exempt**, please send us a letter specifically stating how or why your school or courses are exempt.